



SEAS 3.0 **ATTAIN**

User Training Session

01 SEAS Login

- NEW website
- Initial access: Email Confirmation (email/password)

02 User Roles

- Each role is setup based on permission set by the district

03 User Profile

- Users Profile: settings defaults for LaunchPad and Student Central

04 Message Center

05 Dashboard

- Snapshot of your Caseload, Overdue Events, Upcoming Events, Student Program, etc.

06 LaunchPad

- Variety of filters to narrow results based on your caseload
- Multiple tabs: options of Search, Watch, Caseload and Progress
- Packets, packet status, link to packets and add new student

07 Student Central

- View and or update you student's demographic information
 - Demographic
 - Contacts: Parent/Guardian
 - Attending School
 - Staff Assignments
 - Notes and Additional Documents

08 Program Central

- Adding a program to a student
- +Packet: adding on demand packets
- Program status
- Displaying ALL Student Packets: "To Do", "In Progress", "Current Plan", locked, notes

09 Packet Functionality

- IEP packet meeting scheduler, notice forms, importing from other notices
- IEP packet wizards: services, goals
- Importing form data

10 Entering Progress

- Access, documenting and locking progress reporting



11 Amendments

- Amend the current plan

12 Goal Banks

- Access goal bank area, add a new goal bank, add an “Area of Need”, map grade level, sub-area of need and goal

13 SmartEval

- Adding and managing SmartEval reports

14 Reports

- Viewing reports
 - Creating reports
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